

## CHECK LIST FOR TA JOURNAL

Sr.No.	Description
01	TA Journal single copy for below GP 4200( level 5) & in duplicate for above.
02	Name Design/Stn with PF No, Bill Unit No.
03	Month & year and movements with Train No Arrival/Departure, Station names, object of journey, authority No.
04	Signatures of employee duly verified by unit in charge with office stamp, signature of Sanctioning Authority
05	Summary of movements viz. 30%, 70%, 100% with claim amount in words
06	Summary must have a remark ' <b><i>movement verified and found correct</i></b> ' by the controlling/signing authority.
07	Claim must be submitted within sixty (60) days from the last date of journey performed by the claimant.